

*Cheney Center Apartments*  
820 Second Street  
Cheney, WA 99004

*100 Washington Square Apartments*  
100 Washington Square  
Cheney, WA 99004

**Managed by: Cheney Real Estate Management**  
1827 First Street, Cheney, WA 99004  
**Phone: 509-235-5000 Fax: 509-235-5018 TTY: 800-833-6388**  
**Office Hours: Monday – Friday 8:00 AM – 5:00 PM**

*For Office Use Only*

\_\_\_\_\_  
Date Application Received

\_\_\_\_\_  
Applicants Name:

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Special Requests/Needs:

**Dear Future Tenant,**

Welcome and thank you for applying to live at Cheney Center Apartments or 100 Washington Square Apartments. Please take a few minutes to read over our requirements for filling out and returning our application package. We hope that you will soon be calling our apartments your new home. Should you have any questions or concerns please give me a call at the phone number above. All interested individuals have the right to complete and submit an application.

The application package includes a rental application, income/asset questionnaires and race/ethnicity reporting forms (optional) citizenship forms and possibly additional forms. Each adult must complete a separate application and income/asset questionnaire. The race and ethnicity form(s) are optional but requested for statistical purposes and adults should complete for resident minors. Included in this cover letter is information regarding the policies of our apartment community regarding eligibility and our procedures for selecting tenants.

When completing the application package, please sit down and allow yourself a few minutes to read it over first, then fill it out in its entirety. This should take you about 20-30 minutes. You will need to fill it out to the best of your knowledge. The attached income/asset questionnaire will assist you in deterring what is considered to be income, assets and any adjustments or allowances to income. Please do not leave any blank spaces or if you make a mistake, please cross-out rather than using white out. If a question does not apply to you, please write out the words "Not Applicable". Be sure to sign and date the application and the other forms. If you need assistance in completing the application package, we will be happy to help you. If you have a disability and require a reasonable accommodation related to the completion and return of the application, please feel free to request one.

Once you have completed and signed our rental application package, you will need to either bring it back to our office or mail it to the rental office. We will accommodate persons with disabilities who, as a result of their disabilities, cannot read or understand our application documents or utilize our preferred application process by providing alternative methods of taking applications. Please let us know if you need an accommodation. We will look over the completed application packets and if your household appears to be eligible, we will either offer you a unit, place you on the waiting list or find you ineligible after further review. Regardless of the disposition of your application, we will advise you in writing on our application status notification within 10 days of receiving your completed application(s).

### **Who is Eligible to live at our Property?**

This property is a HUD Project-Based Section 8 designated for elderly and/or disabled households. This means that the head, co-head or spouse must be 62 or older or disabled of any age. Dependents of otherwise eligible household members are welcome to reside in the units. The occupancy and income limits for this property are posted at the property or you can call for information. Our priority is to take the extremely low income households (below 30% of median income) first in our fiscal year for up to 40% of our expected vacancies, then offer units to the applicants on our list that are either extremely very low or very low income (below 50% median income) chronologically thereafter.

Rents at this property are all HUD subsidized and are equal to 30% of your monthly adjusted income. All major utilities are included in your rent. There is a HUD Section 8 required minimum total tenant payment of \$25.00 per month, unless a verifiable qualifying hardship exists. Please contact the manager for details about the rent structure at this property.

A background screening will be performed on all applicants (adult and juveniles 15-17 years old) as they get closer to the top of the waiting list. The property (not the applicant) will pay the cost of the screening. We perform screening to determine acceptable behavior through prior landlord rental history, criminal history, public records and credit history (poor credit history is not a major factor in application review). There are certain restrictions for non-citizen household members and students in HUD subsidized housing. If any of your household members are ineligible not-citizens or students, management will explain how this may affect you receiving HUD subsidy at this property. For example, if your household includes family members who do not declare eligible citizenship or non-citizenship status, your application may be rejected, or your assistance pro-rated. If you are denied based on our screening criteria you will be notified in writing and given the option to appeal the decision.

## **The Waiting List**

We will choose applicants off of our waiting list in chronological order from the date and time they submit their application within the income targeting and/or other criteria associated with this property and HUD. We have 1 bedroom apartments. Some are wheelchair accessible. Cheney Center Apartments is a 3 story property with 6 units on the ground floor, 6 units on the parking lot level and 6 units upstairs. 100 Washington Square Apartments has 6 buildings, with a total of 13 ground floor units and 13 upper units. Please indicate whether you require an upstairs vs. downstairs unit due to a medical need. The only preferences we have at this property are for persons that require the features of a wheelchair accessible unit or have been displaced due to government action or natural disaster. You are also welcome to request any reasonable accommodations or modifications to the units, site property policies or procedures to accommodate a disability. Please indicate on your application if you believe you qualify for one of these preferences or accommodations.

If you are placed on our waiting list, it will be important that you update us with any changes in your household. Changes such as change of address, phone number household size, members or income are very important to tell us immediately. You will also need to contact us at least every 6 months to let us know that you are still interested in remaining on our waiting list. If you do not contact us, we may send you a letter (at your last known address) asking for your continued interest in remaining on our waiting list. If we do not hear back from you we may have to remove your name from our waiting list, so please keep us informed of changes.

## **When an apartment will be coming available:**

You will be contacted in chronological order from the waiting list when a unit becomes available or will be available soon. It is a requirement to contact all applicants at the top of the list every time a unit becomes available. Please be available by phone so we may contact you when your name comes to the top of the waiting list. If we have trouble getting hold of you, we may have to skip over or remove your application based on our policies in our Tenant Selection Plan.

Once being contacted by the manager you will be required to come into the management office to finalize your application process within 10 days. This is when we will perform the background screening and start the verification process to verify all of your income/assets and expenses for your rent calculation. All persons expected to reside in the unit will be required to complete citizenship review and other forms at that time. All adult household members must come for the same final interview. If you have children expecting to reside with you, they should come also.

Please bring with you Picture ID and Social Security cards. Birth certificates and/or custody papers may also be required for verification of eligibility, citizenship status and family composition. Verification of Social Security number is required for all household members. There are alternatives to the actual Social Security Cards if you do not have the original. For example: Driver's license with SSN, identification card issued by a federal, state or local agency, etc. There are also alternatives to birth certificates such as passports, naturalization certificates and other options. Please ask the manager if you have any questions. We may ask you to bring additional documents with you also to speed up the application process.

A final decision regarding your eligibility cannot be made until all of the above information has been verified, received and reviewed. Once you have passed our final screening requirements, and an apartment is available that meets your needs and requirements you will be notified to start the move-in process.

## **The Move-In**

When we have accepted you as a new tenant, a date for moving into your new apartment will be set. The manager will calculate your rent based on verifications received back from third party sources and information provided by you. Payment of a full or partial security deposit and pet deposit (with payment plan if applicable) will be requested at that time. If your move-in date is other than the 1<sup>st</sup> of the month, your rent will be prorated for that month only.

You will be required to sign a lease, house rules, rent calculation certification and other property policies and addendums. We will conduct a walk-thru move-in inspection of your new apartment with you and keys will be given to you at that time. You will need to accompany the manager during the move-in inspection and sign a walk-thru inspection and sign a walk-thru form if you accept the unit condition. If you have any questions regarding completing the application, about the disposition of your application or about the property or regulations, please do not hesitate to call us.

Connie Lattin  
Project Manager

**Cheney Center Apartments and 100 Washington Square Apartments** do not discriminate or permit discrimination by any agent, lessee, or other operator in the use or occupancy of our housing or related facilities because of race, color, religion, sex, age, disability, familial status, or national origin. These properties do not discriminate on the basis of disability status in the admission or access to or treatment or employment in, its federally assisted programs and activities. We do business in accordance with the Federal Fair housing Act and provide persons with disabilities reasonable accommodation upon request. Persons with language barriers may request or arrange interpretation alternatives or services.

